

# FORRESTAL GARAGE PARKING TIPS & SUGGESTIONS FOR OUR CUSTOMERS

## Reporting Damages

If a driver accidentally strikes another vehicle in the parking facility, the driver must stop and check for any damages to either vehicle. If the other vehicle is damaged, the driver must notify the owner/driver immediately. The driver must also provide pertinent information about the accident to the security office and the parking attendant on duty. The parking attendant will notify the Federal Protective Services and Headquarters Security Office. In the event the parking office is closed at the time of the accident, or the discovery of the accident, these notifications should be accomplished at the first opportunity when the parking office is open for business. Files to claim damages caused by the contractor parking attendant employee should be filed with that contractor. The requisite forms may be obtained from the parking attendant.

## Tips for Parking Permit Holders

### **Ticketing Procedures**

Some customers may misunderstand the ticketing sequence. When you were approved and picked up your authorization card, you were issued a DOE Order, HQ O 344.1A. In the order are the procedures for revocation and/or termination of parking privileges. Failure to comply with the specified operating procedures outlined in this Order, or other oral or written parking instructions provided by the Parking Management Office, will result on a Notice of Violation. The **first parking violation is a warning**. The **second violation will result in a 1-month suspension** of parking privileges. The **third violation will result in a 6-month revocation**, and the **fourth violation will result in permanent termination** of parking privileges.

Each violation will be removed from the file after 12 months.

### **Parking Permit Sales**

During the permit sales period each month, the parking booth will be open to sell permits between the hours of 8am through 3pm. They will go on sale January 28th and the last day to purchase your permit will be February 5th. To reduce the wait time at the booth, we ask that permit holders please have their authorization card, proper government identification and old permit in hand.

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# FYI

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Contractor personnel working in the Forrestal complex may not park in the garage but may be members of car/van pools that park here. With a car/van pool, there must be a minimum of two DOE persons who use the same vehicle for transportation to and from work who ride together daily. Two of the regular car/van pool members must be DOE employees, one of whom is the car/van pool principal; the individuals must work in the facility for which they seek or have been authorized parking privileges. If one member of a two-member car/van pool is a contractor, the Federal employee must be the primary permit holder.

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## Parking Committee

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The Parking Committee approves or disapproves request for parking spaces and considers employee appeals. The committee consists of two permanent members; one from Management, Budget and Evaluation (head of parking) and the other, the Forrestal Chapter/National Treasury Employees Union President or designee. Applicants for parking permits must submit two forms-the "Parking Permit Application," DOE F 1400.12 and the "Parking Authorization," HQ F 1400.22- to the Parking Management Office by the 15<sup>th</sup> day of the month for review and approval or disapproval. When the 15<sup>th</sup> falls on a weekend or holiday, the application must be considered for issuance of parking permits for the following month.

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## Questions about Parking

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If you have any questions about Forrestal Parking Garage, please call Charvonne Burnett or Gwen Moten on 586-4271.

You may also contact Byron Deegan at 586-9285 with your feedback & suggestions. We appreciate customer feedback and all suggestions to make our Forrestal Garage a safer, more user-friendly facility.

